COLCHESTER BOARD OF EDUCATION
Colchester, CT

BUDGET COMMITTEE

Thursday, May 6, 2021
BOE Budget Committee Meeting 9:00AM
Virtual Meeting via Zoom

MINUTES

COMMITTEE MEMBERS PRESENT: Jessica Morozowich, Joanne Rose
ADMINISTRATION PRESENT: Superintendent Jeffrey Burt, CFO Maggie Cosgrove, Director of Educational Operations Mario Hurtado, Director of Pupil Services and Special Education Kathleen Perry
OTHERS PRESENT: BOE Chair Mary Tomasi, Executive Assistant to the Superintendent Amy Trinnaman

1. CALL TO ORDER
1.1 Call to Order
Chair Morozowich called the meeting to order at 9:01AM.

2. ADDITIONS/CHANGES TO THE AGENDA
None.

3. PUBLIC COMMENT
3.1 Public Comment
None.

4. *APPROVAL OF MINUTES
4.1 Approval of April 1, 2021 Minutes
Motion by: J. Rose
To approve the minutes of the April 1, 2021 Budget Committee meeting
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Rose, J. Morozowich

5. *PRIORITY DISCUSSION/ACTION ITEMS
None.

6. BUDGET REPORTS
6.1 Monthly Budget Reports
CFO Maggie Cosgrove presented the budget report through the end of April 2021. Unemployment claims are starting to slow down but there is a lag in claims at the state level. Over-expenditures in Other Supplies/Materials were due to the purchase of Chromebooks to be covered under the ESSER II grant. Pupil Services over-expenditures

are related to invoices for services incurred and are subject to reimbursement from the Special Education Excess Cost grant along with out of District tuition and transportation. Legal fees reflect an over expenditure due to ongoing negotiations and mediation. Savings have been realized in the fuel lines because of reduced use of facilities, both during school hours (in hybrid model with only half the student population present) and in the evenings by community groups. Discussion ensued on Unemployment Compensation claims related to daily substitutes.

6.2 Cafeteria Fund

CFO Cosgrove shared that the cafeteria fund reimbursement from the federal government has dramatically improved the financial health of this program. The District will not be running a summer meals program, as was done last summer. The District will be working with Youth Services to ensure the needs of our community are met.

6.3 Health Insurance Reserve

CFO Cosgrove presented a report through the end of March 2021. The District is holding steady, with claims being lower than this point last year. Because we are self-insured, a healthy reserve in this fund is important.

6.4 Special Education Excess Cost Report

Director of Pupil Services and Special Education Kathleen Perry presented the Special Education Excess Cost Report. Billing for transportation has been put on hold until discrepancies are resolved.

6.5 Use of Schools

CFO Cosgrove presented the Use of Schools report, with few changes from last month due to schools not being open for public use during pandemic. The Policy Committee is reviewing Use of Schools policies to determine proper protocol for resuming use of our schools by community groups outside school hours. Fees collected through use of schools cover custodial fees associated with events, and are used to fund improvement projects in areas utilized by the public. Beginning May 19th, the District will be reviewing requests for use of schools on a case-by-case basis.

6.6 Capital Reserve

CFO Cosgrove presented the BOE Capital Reserve as of March 31, 2021. This report has been presented to the Board of Finance for their recent budget workshops. Superintendent Burt shared that there is a new competitive security grant we are pursuing that would cover 60% of related expenses. Director of Educational Operations Mario Hurtado provided an update on the Bacon Academy gym bleacher restoration project.

6.7 Budget Transfers Under $5,000

Three budget transfers under $5,000 were presented:

1. Science textbooks at Bacon Academy in the amount of $159;
2. JJIS personal protective equipment (PPE) for music programming in the amount of $2,500; and
3. JJIS additional supplies to support safe instruction in the amount of $1,017.

7. OLD BUSINESS

7.1 Update on Federal Grants

We do not yet have approval from the government on ESSER II. These funds will supplement, not supplant, efforts to recovering the learning initiatives, including possible additional tutoring and student support. Superintendent Burt shared that we are taking a very close look at how ESSER II Grant funds can be utilized on needs such as intervention, tutoring, social/emotional needs, extended school year, recovering learning, needs of voluntary at-home learners and homeschooled students as related to COVID-19. Guidelines for use of the American Rescue Plan Act (ARPA) funds have not been released by the government to school districts at this time. HVAC system improvements for air quality are part of the long-range capital improvement plans; it is possible that ARPA grant funding can assist with these expenditures.

Discussion ensued on Manufacturing at Bacon Academy and the possibility of expansion of the program.

8. *NEW BUSINESS

8.1 2021-2022 Budget Discussion

The BOE was asked by the Board of Finance to reduce the proposed 2021-2022 budget by $275,000. The budget calendar is currently being updated and will be posted on our website.

8.2 *Budget Transfers Over $5,000

Two budget transfers over $5,000 were presented:

1. Special Education tutoring ($11,000) for hospitalized students
2. Bacon Academy Music Department - choral shells ($9,779)

Motion by: J. Rose
To approve the two (2) budget transfers over $5,000 and move to the full BOE for review.
Second by: J. Morozowich
Vote: Unanimous
Roll call: J. Rose, J. Morozowich

9. PUBLIC COMMENT ON NEW ISSUES RAISED OR SUBJECTS DEVELOPED

9.1 Public Comment

None.

10. ADJOURN

The meeting adjourned at 10:18AM.

Colchester Public Schools

FY 2020/2021

Budget Transfer - Greater than $5,000

Superintendent Recommendation & BOE Approval

School/Department: Special Education

Reason for Request: Tutoring provided to hospitalized students via contracted service providers rather than Colchester personnel.

Reason for Available Funds: Total amount of tutoring costs budgeted in certified salaries.

	Account Number	Account Name	Amount
From:	2170005-40111	Certified Salaries	$11,000.00
To:	120005-43323	Contracted Services	$11,000.00

4/21/2021
Date Requested

Kathleen S Lee
School Principal, Program Director or Supervisor

5/4/21
Date Reviewed

Chief Financial Officer

5/4/21
Date Recommended

Superintendent of Schools

Date Approved

Board of Education Clerk

FY 2020/2021

Colchester Public Schools

Budget Transfer - Greater than $5,000

Superintendent Recommendation & BOE Approval

School/Department: Bacon Academy

Reason for Request: The Music Department would like to purchase 5 choral shells to amplify the sound of the choir and band during their performances, without the use of technology. The shells would be located behind the risers to help the projection out into the audience. Sound projection is poor in the Bacon Auditorium, due to the poor design. This system will help raise the level of performances of all future concerts, plays etc.

Reason for Available Funds: Due to Covid 19 there were almost no festivals to attend $4,743.00 Dues & Fees
Due to Covid 19 with less students, less supplies were needed $2,336.00 Instructional Supplies
Due to Covid 19 Accompanist /clinicians not used $2,700.00 Other Professional/Tech Service

	Account Number	Account Name	Amount
From:	100504 43810	Music Dues & Fees	$4,743.00
	100504 42611	Music Instructional Supplies	$2,336.00
	100504 44330	Music Other Pro. Tech Services	$2,700.00
To:	100504 48730	Music Instructional Equipment	$9,779.00

05/04/2021 — Date Requested — School Principal, Program Director or Supervisor

5/4/21 — Date Reviewed — Chief Financial Officer

5/4/21 — Date Recommended — Superintendent of Schools

Date Approved — Board of Education Clerk

FY 2020/2021

Colchester Public Schools

Budget Transfer - Less than $5,000

Superintendent Approval

School/Department: Bacon Academy

Reason for Request: Earlier book order came in $300.00 over quote. One more order in the amount of $302.77 is still required.

Reason for Available Funds: Due to Covid-19, the Travel line item was transferred to Dues & Fees to allow for companies such as Mystic to provide virtual field trips. We have a higher than anticipated balance left.

	Account Number	Account Name	Amount
From:	101104 43810	Science Dues & Fees	$159.00
To:	101104 42641	Science Textbooks	$159.00

04/29/2021
Date Requested

School Principal, Program Director or Supervisor

5/4/21
Date Reviewed

Chief Financial Officer

5/4/21
Date Approved

Superintendent of Schools

Date Notified

Board of Education Clerk

FY 2020/2021

Colchester Public Schools

Budget Transfer - Less than $5,000

Superintendent Approval

School/Department: JJIS

Reason for Request: Need to purchase additional PPE due to COVID to support music programming in a manner that is compliant with CDC recommendations

Reason for Available Funds: Unable to hold in person programming due to COVID safety restrictions.

	Account Number	Account Name	Amount
From:	100302	44330 - other prof. services	$2500
To:	100502	42690 - other supplies	$2500

5/16/21
Date Requested

School Principal, Program Director or Supervisor

5/4/21
Date Reviewed

Chief Financial Officer

5/4/21
Date Approved

Superintendent of Schools

Date Notified

Board of Education Clerk

Budget Transfer - Less than $5,000

Superintendent Approval

FY 2020/2021

School/Department: JHS

Reason for Request: Need to purchase additional supplies to support safe instruction during covid.

Reason for Available Funds: Reduction in number of texts to purchase, less students due to covid.

	Account Number	Account Name	Amount
From:	100502	42641 Textbooks	1017
To:	100502	42690 Supplies	1017

3/23/21
Date Requested

School Principal, Program Director or Supervisor

5/4/21
Date Reviewed

Chief Financial Officer

5/4/21
Date Approved

Superintendent of Schools

Date Notified

Board of Education Clerk